

Jane Ahrens

2537 N Airport Rd.

Bartonville, Il, 61604

Dear Hiring Team,

I hope to express how grateful I am to apply for the position of Youth Services Assistant at Alpha Park Library. I believe my unique skills, experience, and enthusiasm for the job and community will prove I am a strong candidate for this position. Alpha Park Library is a beautiful location where the community can grow together, and I would greatly enjoy working alongside the library as we grow.

I currently work as the Youth Services Intern here at Alpha Park Library. I am responsible for Friday morning story times where we focus on early learning literacy and memory skills. I also curate all the displays in the youth services department and the Young Adult section of the Library. During my time, I have also designed an anime club for teens and tweens where patrons can share their interests and create new friends through this club.

Working with the public, I've come to understand the importance of strong customer service skills, and I believe that every patron should receive a warm, personalized level of communication. I have worked with diverse communities and am well-versed in evaluating their different needs. My initiative, customer service skills, and dedication to library values would make me an asset to your team, and I look forward to hearing from you.

Sincerely,

Jane Ahrens